



PROCUREMENT FACT SHEET



Purchases below \$5,000: Informal Procurement

Quotes suggested, documentation suggested

Purchases between \$5,000-\$150,000: Informal Procurement

Quotes required, documentation required (see Informal Procurement Log attached)

Purchases over \$150,000: Formal Procurement

Formal announcement required, documentation required

Procurement for Food Service Management Contracts/Vended Meals: *Regardless of the contract amount*

State agency pre-approval required for RFP
State agency approval required prior to award

Remember:

- * Equipment purchases using the non-profit food service account that are greater than \$5000 require prior state approval
Equipment is defined as tangible nonexpendable property having a useful life of more than 1-year and costing \$5000 or more per unit
- * Geographic preference may be applied
- * Steps should be taken to allow access by minority, women, or small business Enterprises

For more information, see the CNP Procurement website at: <http://education.alaska.gov/tls/cnp/procurement.html>

Child Nutrition Programs

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